

PCE PURCHASE LOG

PLEASE NOTE THE FOLLOWING:

- This form is for use after the first 12 months of record keeping.
- RUNNING TOTAL gives yearly consumption based on previous 12 months.
- DATE OF ENTRY should be the first WORKING day of every month.
- After initial 12 month period start calculating RUNNING TOTAL as follows:
 $\text{RUNNING TOTAL} = \text{preceding RUNNING TOTAL} + \text{latest AMOUNT} - 12 \text{ month old AMOUNT}.$
- If purchases are made more than once a month, use the total amount purchased monthly.
- Make copies of this form for future use.

	Month of Purchase	Date of Entry	Amount (gallons)	Running Total (gallons)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

FORM E2

ELA.3/1/95